The Do's And Don'ts Of Online Communication

212-Careers

How's your internet etiquette? Your netiquette describes how you behave when you interact with others online. For the most part, this is nonverbal communication. From time to time, you may have a video chat with someone live on Skype, Zoom, or FaceTime, but most people won't be able to see or hear you.

This is why it's so important to make sure you send the right message. Here are a few considerations to remember so people understand your message as you intend it and so you enjoy a safe online experience.

Online Communication Do's

Protect Your Identity, Yourself, and Your Property

Be careful who you share personal information with. Something seemingly insignificant, like mentioning you are going on vacation next week, is just what a thief wants to hear. They know your home is going to be unattended. Automatically accepting friend requests can likewise put you and your family at risk if you don't know who you're dealing with. Think twice before sharing any information when you are surfing the web.

Respond As Quickly As Possible

Whether on social media, when texting, or through your email provider, respond to messages as quickly as you can. This tells people you respect them and value their time.

Remember That the Internet Never Forgets

The content you share online can live forever. Even if you delete it, if someone has already shared or saved your information, it's there for others to find.

Use Acceptable Grammar

Slang rules the net, and that isn't a good thing. You might feel comfortable on social media sites and start embracing poor grammar. That leaves the possibility that someone needs help understanding what you are trying to communicate. Communicating with proper spelling and grammar makes you appear poised and professional, and you reduce the chance that you will be misunderstood.

Online Communication Don'ts

Be Careful of What You Post

Don't post anything you wouldn't share with your parents or children. That's a good rule of thumb when you need clarification on whether what you're about to post is inappropriate.
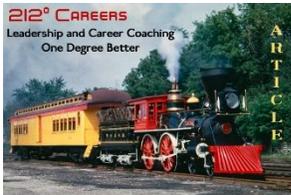
Ditch the Curse Words

Keep it friendly. Steer clear, of course, and racy language. Something acceptable to you or your friends may not be seen the same way by others online.

Don't Speak Poorly of People

Don't speak negatively of others. You wouldn't like someone to spend their time speaking poorly of you. Your words can travel online and be seen by people who use them to start problems. Keep everything simple, and don't say something about another person you wouldn't want them to say about you.

Those are a few online communication tips to help you get your message across properly. And remember, if you are hesitating to post some content or communicate with someone in a particular way, trust your instincts. If you think something might be taken out of context or seen as inappropriate, your gut feeling is probably correct.

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